

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0818***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: POLICE OFFICER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all city statutes, ordinances and the laws and regulations of the state, and to perform investigations, special details, and specific assignments within an assigned division.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Enforces all city and state codes, ordinances, laws, and regulations in order to protect life and property and to prevent crime and promote security.

Maintains visibility by patrolling assigned area, city streets, parks, neighborhoods, and businesses to ensure security; makes observations for prowlers, vagrants, suspicious persons, and other violators.

Performs surveillance of various locations and of criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to locations/suspects; files intelligence reports.

Investigates reported crimes; interviews and obtains statements from victims, witnesses, suspects, and confidential informants; processes crime scenes; gathers, prepares, and submits evidence to crime lab.

Obtains warrants; performs various search operations; locates missing persons.

Determines probable cause to search and/or reasonable suspicion to detain suspects; pursues fleeing and subdues resisting suspects; effects arrests; processes and transports prisoners.

Responds to emergency calls and calls for assistance; mediates disputes and advises suspects of rights.

Assists fellow officers as requested/necessary on domestic and theft calls, executing warrants, serving subpoenas, and making traffic stops.

Responds to accident calls; gathers information at the accident scene; investigates and reconstructs serious injury or fatal accidents; interviews victims and witnesses; investigates hit and run accidents; notifies relatives of victims as necessary.

Performs functions at accidents, emergencies, fires, and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations; interacts with EMS teams.

Establishes road blocks; administers field sobriety tests; identifies wanted persons/vehicles; impounds vehicles; assists stranded motorists; ensures roadways are clear of obstacles and hazards.

Stops vehicles for traffic violations; issues traffic citations and warnings.

Contacts command/supervisory personnel for emergency response and critical incident communications.

Identifies illegal drugs and hazardous materials; maintains knowledge of prescription drugs.

Enters/retrieves data to/from computer system including stolen property, arrest and wanted persons information, investigation data, and criminal/driving records checks; reviews crime statistics.

Identifies, documents, and processes various components of crime scene; collects evidence; photographs/videotapes crime scene; processes scene for fingerprints; inspects records and documents to confirm identity of individual.

Documents case information; assists in the prosecution of offenders; appears in court to present evidence and testimony.

Responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals.

Exchanges information with dispatchers, attorneys, court personnel, medical examiner, fire and EMS personnel, medical professionals, and other departments and agencies; communicates effectively on law enforcement radio.

Maintains current field and code manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review.

Attends shift meetings, seminars, and specialized/update training sessions as required to maintain knowledge of departmental and city operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.

Completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

### **ADDITIONAL FUNCTIONS**

May perform special operations, investigations, and/or team activities such as media and/or public information, special response team (SRT/SWAT), public housing, mounted, bike, school resource officer (SRO), parks, traffic, DUI task force, negotiations, juvenile, vice, homicide, burglary and robbery, various type thefts and abuse, arson, bomb technician, warrants, gang unit, narcotics, DARE, evidence/property control, identification, communications, field training, canine handler/trainer, training, teaching, fleet services, and/or other duties as assigned.

Assists with interdepartmental duties and city activities, which may include working within school zones, directing traffic, assisting in animal control, providing security at city social events and athletic activities, special escorts, crowd/riot control, or other special assignments.

Performs special tasks which may include taking photographs and fingerprints, receiving, issuing, and/or inventory control of supplies and/or equipment, verifying and processing warrants, summons, and related paperwork, assigning vehicles, and preparing lesson plans.

Maintains cleanliness of vehicle; refuels, checks fluids and tires, and requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Attends community meetings and assists with community activities, programs, and crime prevention; may promote, coordinate, teach, and/or participate in DARE program.

Substitutes for co-workers in temporary absence of same; may assist with overseeing activities of other police officers as assigned.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; sixty hours of college coursework or three continuous years of active duty in the armed forces is preferred but not required. Must possess a valid Tennessee driver's license. Must be at least 21-years of age. Must be a U.S. Citizen or resident status. Must pass and maintain current Peace Officer Standards and Training (P.O.S.T.) certification requirements as a law enforcement officer. Must

obtain and maintain certification in Cardiopulmonary Resuscitation (CPR). Must be licensed and qualified to operate a firearm. May be required to attain and maintain additional certifications specific to assigned division.

## **PERFORMANCE APTITUDES**

**Data Utilization**: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction**: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning**: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, smoke, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, chemicals, explosives, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.